

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.30 POST FACILITIES AND EQUIPMENT

A. General

The POST facilities, located on the ISP campus, provide space and equipment uniquely suited to training for law enforcement professionals. Use of these facilities and equipment is generally for the operation of POST training academies, ISP training, and POST in-service training. At times when facilities or equipment are not in use by POST or ISP, approved outside entities may use these resources.

This procedure explains POST's processes, rules, and expectations for use of POST facilities and equipment.

B. Definitions

"Academy Coordinator" means a POST employee directly responsible for a specific training academy session.

"Campus" means all land and buildings on the ISP campus located at 700 S Stratford Drive, Meridian Idaho.

"Event" means any training, meeting, seminar, conference, etc., other than POST basic training academies.

"Facilities Coordinator" means the POST Technical Records Specialist II whose job duties include managing and scheduling the POST dormitory and scheduling facility reservations.

"Facility or Facilities" means any areas designated for POST on the ISP campus other than the dormitory.

"Facilitator" means a person who will be on-site the day(s) of the event, to be responsible for conducting the event and serving as a point of contact for POST staff.

"Fleet Coordinator" means the POST Technical Records Specialist 1 responsible for management of POST vehicles and related equipment.

"In-service" means continuing education training for law enforcement, not conducted as part of a training academy.

"Organizer" means the person/agency requesting and/or coordinating facility or equipment use.

"Participant" means any person in attendance at any event conducted at a POST facility, other than POST staff members and training academy students.

"Student" means any person enrolled in any current POST training academy.

"User" means any person, group, or organization on campus for any reason.

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C. Priority of Use

1. POST facility reservations will be made according to priority of use.
 - a. POST Patrol Academy
 - b. ISP ATC Academy
 - c. POST Adult Detention Academy
 - d. Juvenile Detention Academy
 - e. Juvenile Probation Academy
 - f. Correction Officer Academy
 - g. Felony Probation and Parole Academy
 - h. Misdemeanor Probation Officer Academy
 - i. Emergency Communications Officer (ECO) Academy
 - j. Juvenile Correction Academy
 - k. POST sponsored in-service training
 - l. Agency sponsored in-service training
2. Dormitory rooms will be scheduled according to the following priority:
 - a. Academy students (according to priority schedule above)
 - b. Academy instructors
 - c. In-service instructors
 - d. In-service students
3. After priority of use criteria are satisfied, reservations will be made on a first come, first served basis.

D. Reservations

1. The POST Facilities Coordinator is responsible for scheduling all facility and dormitory reservations.
2. Facility reservations may not immediately reflect on the facility calendar – availability should not be assumed and must be verified with the Facilities Coordinator.
3. For POST or ISP training academies, reservations must be requested using the Academy Integration (AI) program. All other users must submit reservation requests directly to the Facilities Coordinator.
4. No facility or dormitory reservation is final until notice is received in writing or confirmed in Academy Integration by the Facilities Coordinator.
5. Reservations cannot be confirmed for external users until POST academy calendars are finalized and academy facility and dormitory scheduling is completed.
6. If extra chairs, tables, or other equipment are required it must be noted in the reservation request.
7. If extra tables, chairs, or equipment are required for an event organized by either POST or ISP, it is the responsibility of the organizer to submit a maintenance work order to have the tables/chairs/equipment moved as needed both prior to and after the event.
8. Once the Facilities Coordinator finalizes a reservation, the organizer will be notified through email or Academy Integration will be updated. If the request was made through AI, it is the responsibility of the requestor to verify reservations are confirmed within AI – email notification will not be sent.

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9. A facility reservation confirmation will include a facility user agreement form. The form must include a name and phone number for a facilitator that will be on site during the event. The organizer and facilitator must both sign the form and return it to POST within five business days. Failure to do so will cause the reservation to be cancelled.
10. If facility, dormitory, or equipment rental fees are applicable, an invoice will be generated and sent to the organizer. Any additional fees incurred may be billed on a separate invoice.
11. The Facility Coordinator distributes facility calendars to internal users on a weekly basis.
12. Occasionally, facility reservations for POST academies may overlap in locations that are generally appropriate for shared use. It is the responsibility of the academy coordinators to review facility calendars for overlaps and ensure that shared facilities will be suitable for academy operations. If adjustments are required, the academy coordinator must submit revised facility requests as necessary through Academy Integration.

E. Fees

1. Facility, dormitory, and equipment rental fees may be charged according to schedule A.
2. Dormitory rental fees are waived for all POST academy instructors and POST sponsored in-service instructors. Dormitory rental fees are also waived for students attending a POST patrol, adult detention, emergency communications officer, or misdemeanor probation officer academy.
3. Facility rental fees are waived for law enforcement agencies with the purpose of conducting training for officers that are or will become POST certified. Fees will apply to POST approved college programs and non-law enforcement entities (with approval per Section F.2 of this procedure).
4. Equipment use fees apply to all external users and may not be waived.
5. Fees assessed for damages, cleaning, lost keys, etc. will not be waived. Waived fees only apply to the base rental fee.

F. General Rules

1. POST reserves the right to cancel or amend any reservation at any time should special circumstances arise.
2. Use of POST facilities by external entities is limited to law enforcement agencies or POST approved college programs. This rule may be waived for specific events by the POST Deputy Division Administrator.
3. Smoking and tobacco use are strictly prohibited on campus, including outdoor spaces and all POST facilities, except in the specifically designated smoking areas. This includes chewing tobacco, electronic or vapor cigarettes, etc., even if containing no tobacco.
4. Alcoholic beverages may not be consumed or possessed on campus. This rule is waived for DUI training labs, or other training events as approved by the POST Deputy Division Administrator.
5. Users must not engage in any behavior that results in a disruption of the learning or training environment.

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6. The State of Idaho, Idaho State Police and Idaho POST cannot be held liable for any loss of or damage to personal property as a result of fire, theft, loss, or other causes.
7. Firearms
 - a. Firearms may be carried in a lawful manner on campus by certified law enforcement professionals. Firearms must not be left unattended at any time, including in the dormitory.
 - b. Duty weapons outfitted with appropriate barrel plugs may be carried on campus by students. Carrying ammunition is prohibited. Ammunition must be stored in a secure manner in the student's vehicle while on campus.
 - c. Students are allowed to store non-duty weapons in a secure manner in their vehicles while at POST. Students are prohibited from carrying any weapons other than their agency approved duty weapon while on campus.
8. Animals are not allowed in POST facilities without prior approval from the POST Deputy Division Administrator. This rule is waived for law enforcement K-9s.
9. Any extra cleaning required beyond what is normally expected after an event may be charged to the organizer. Any damage to POST or ISP facilities or equipment caused by misuse may be charged to the person(s) responsible or their agency. Users must report any damages to POST personnel immediately.
10. No user may allow unauthorized persons access to the campus.
11. POST facilities and staff are available during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding observed holidays. Any facility use (other than dormitory rooms or the driving track) outside of these hours requires approval from the POST Deputy Division Administrator and may be subject to additional user fees.
12. Users may not state or imply POST's endorsement or sponsorship of their activities without POST's consent.
13. Filming or photography of activities or facilities on campus for external use purposes requires prior approval from the POST Administrator or his designee. This does not apply to POST staff.
14. Open flames or other fire hazards, including non-approved electrical items are not allowed in facilities or the dormitory.
15. Event facilitators are responsible for ensuring participants are familiar with posted fire evacuation plans.
16. Acquisition, configuration, and use of audiovisual equipment other than what is permanently installed in any POST facility will be the responsibility of the organizer. Users may not alter, reconfigure, or in any way make permanent changes to audio visual equipment provided by POST.
17. Any single event that will bring more than 50 participants to campus must be approved in advance by the POST Deputy Division Administrator.
18. POST may impose additional or special restrictions on facility/equipment use as needed.

G. POST Dormitory Rules

1. Dormitory use is limited to academy students/instructors, in-service students/instructors, and POST or ISP employees. Any other individuals requesting use of the dormitory must be approved by the Deputy Division Administrator.

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2. Dormitory rooms may be assigned as double occupancy as needed, as determined by the Facilities Coordinator.
3. Personal visitors are not allowed inside the POST dormitory rooms.
4. Members of the opposite sex are not allowed in each other's dormitory rooms.
5. Students are required to furnish their own toiletry articles, including towels, washcloths, soap, etc. Towels, washcloths and soap are provided for in-service training participants and instructors lodged in the dormitory.
6. Dormitory users are responsible for the dorm key issued to them at check in. If a key is lost a replacement fee of \$100.00 will be charged to the user.
7. Dorm rooms occupied by students will be randomly inspected without notice by POST Academy staff.
8. All student dorm rooms will be inspected after checkout by POST Academy staff. Any repairs or extra cleaning required beyond what is normally expected may result in additional fees.
9. Dormitory rooms are wired to accommodate electric clocks, radios, razors, lamps, computers, blow dryers, etc. Any other electrical appliances must be approved by academy staff prior to use.
10. Food items must be kept in a sealable container or stored in refrigerators as appropriate. All food must be removed and refrigerators must be emptied and wiped clean prior to check out.
11. Quiet hours are from 10:00 p.m. to 5:00 a.m.
12. Weapons must not be left unattended in a dorm room at any time.

H. Classroom Rules

1. POST provides tables and chairs in "flat" style classrooms that can be arranged as needed. Facilitators or organizers are responsible for classroom set up.
2. Tables in "theater" style classrooms cannot be moved.
3. Chairs or tables may not be removed from any classrooms unless prior authorization is given by POST.
4. Audio visual equipment is provided in each classroom. Facilitators should arrive early enough to familiarize themselves with systems as POST staff may not be immediately available to assist. If facilitators require assistance in set up and operation of audio visual systems, they must schedule an appointment in advance of their event with the POST IT staff.
5. POST will not make photocopies or provide supplies such as pens/pencils, or notepaper. Facilitators are responsible for bringing all necessary supplies.
6. Prior approval is required for food inside the classrooms. Drinks are allowed if they are in a container with a secure lid.
7. Upon completion of an event the facilitator must ensure that trash is properly disposed of, all white boards are erased, projector and computer systems are powered off, all personal articles are removed, and lights are turned off.
8. Users must leave the classroom in the same condition as it was found.

I. Computer Lab rules

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1. POST's computer lab is for POST or ISP use only. External users are not permitted in the lab.
2. Viewing pornography or chat rooms in the POST computer lab is strictly prohibited.
3. Users should immediately report any equipment that is not working properly to POST staff.
4. Drinks are only allowed inside the computer lab if they are in a container with a secure lid. Food is not allowed inside the computer room.
5. Scheduled testing in the computer lab takes priority over other uses.

J. Physical Training Areas

1. POST physical training areas include a weight room, cardio room, multipurpose room (gymnasium), training tank (pool), and men's and women's locker rooms.
2. It is the responsibility of the facilitator to ensure that proper safety procedures are followed in physical training areas.
3. Participants and students use all physical training areas at their own risk. POST, ISP, and the State of Idaho assume no responsibility or liability for personal injury or damage to personal property.
4. Participants displaying unsafe or unacceptable behavior may be asked to leave the premises without refund of fees.
5. POST equipment, such as tables, folding chairs, or stage must be approved prior to use in the multipurpose room. If such equipment is used, it is the responsibility of the organizer to arrange the setup of equipment prior to the event and also to have equipment returned to designated storage areas upon conclusion of the event. Failure to do so will result in additional fees.
6. Food is not allowed inside the training tank, weight room, or cardio room at any time. Prior approval is required for food in the multipurpose room. Drinks in all physical training areas must be in a container with a secure lid.
7. Physical training equipment must be disinfected after use.
8. Athletic shoes must be worn in the multipurpose room. Street shoes are not allowed.
9. The training tank does not have a lifeguard on duty at any time. Users swim at their own risk.
10. All users of the training tank must shower prior to entry.
11. Users are not allowed to introduce chemicals, foreign substances, or any equipment into the training tank, other than equipment provided and maintained by POST.
12. Appropriate swimwear must be worn in the training tank. No street clothes or shoes are permitted in the training tank.
13. Additional fees may be assessed for extra cleaning or chemical treatments required to return the pool to its standard condition after use.

K. Practical Training Areas

1. Practical training areas include a cell block, apartment, firearms training simulator room, and driving track.

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2. Use of the firearms training simulator is restricted to POST and ISP training. Exceptions to this rule require advance approval in writing from POST and must be facilitated by a certified operator.
3. Driving Track
 - a. The driving track may be scheduled for weekend use without additional fees.
 - b. If a classroom is needed in conjunction with the track it must be included with the request.
 - c. POST EVOC vehicles and traffic cones may be available for use as approved by the Fleet Coordinator. If traffic cones or EVOC vehicles are requested for use, the Facility Coordinator will forward the request to the Fleet Coordinator. Equipment and vehicle reservations will be completed by the Fleet Coordinator and confirmed via email to the event organizer.
 - d. POST reserves the right to cancel or reschedule use of the track due to inclement weather. If use requires snow removal and the event organizer opts not to reschedule, additional fees may apply.
 - e. Any keys issued for facilities or vehicles must be returned to the POST Fleet Coordinator immediately upon conclusion of the event. Lost or unreturned keys will result in additional fees of \$150.00 per key.
 - f. All doors and gates must be locked upon departure from the facility.
 - g. For vehicle training, the organizer will ensure that a reasonable number of certified instructors are on hand during training activities.
 - h. Vehicles must not be left on the track or adjacent areas following conclusion of the event, unless otherwise approved in writing from an authorized POST representative. POST owned vehicles should be returned to their designated parking space.
 - i. The facilitator is responsible for ensuring that trash and foreign items are removed from the track and adjacent areas and disposed of appropriately.
 - j. Parking or driving any vehicles off of the paved surface of the track is prohibited. Damage or disturbance to non-paved areas will promptly be repaired by the organizer or additional fees may be charged.
 - k. Training activities that appear to be unsafe or unsupervised may result in immediate termination of use by any authorized POST staff member.
 - l. The facilitator must immediately report any damages or safety concerns to POST staff.

L. Training Equipment

1. POST EVOC vehicles may be available for external law enforcement agency use in conjunction with the driving track (see POST procedure 12.07). External users are not allowed to take POST vehicles off campus, except as necessary for fueling.
2. POST EVOC vehicles will be issued to users with a full tank of fuel and must be returned to POST with a full tank of fuel.
3. POST maintains equipment for water safety/rescue training that is available to training tank users. Water training equipment cannot be removed from the training tank area.

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4. Physical training equipment in the weight and cardio rooms cannot be removed from those areas.
5. Firearms training equipment stored at the range is only available for POST academy training and POST sponsored in-service training. When not in use the range conex box is to remain locked.
6. Other than specified above, external use of POST training equipment requires prior approval from the POST Training Manager or his designee.
7. External users are required to sign and submit the POST Receipt and Agreement for Equipment Form for all equipment prior to use, and complete the form when equipment is returned.
8. Fees apply to equipment use according to schedule A.

M. Maintenance and Repairs

1. Facilities

- a. Facilities maintenance and repair will be performed as needed throughout the year and may disrupt scheduling.
- b. Maintenance requests for the dormitory are submitted to the POST Facilities Coordinator.
- c. Maintenance requests for building #3 and building #8 are submitted to the POST Technical Records Specialist 1 (TRS1).
- d. The Facilities Coordinator or TRS1 will create and submit a work order, with a copy to the POST Business Operations Specialist.
- e. The Business Operations Specialist will follow up with maintenance staff when repairs or maintenance are not completed in a timely manner.
- f. Any maintenance or repair that will cause any facility to become unavailable for use must be reported immediately to the Facilities Coordinator.

2. Equipment

- a. Equipment maintenance and repair will be performed as needed throughout the year. Damaged equipment should be removed from use until repairs or replacement can be completed.
- b. Training equipment in need of repair should be reported immediately to the appropriate POST staff member.
- c. The POST Fleet Coordinator is responsible for all standard maintenance on fleet and EVOC vehicles (see POST procedure 12.07).
- d. Any vehicle or equipment repairs that exceed \$500 require prior approval from the POST Business Operations Specialist.

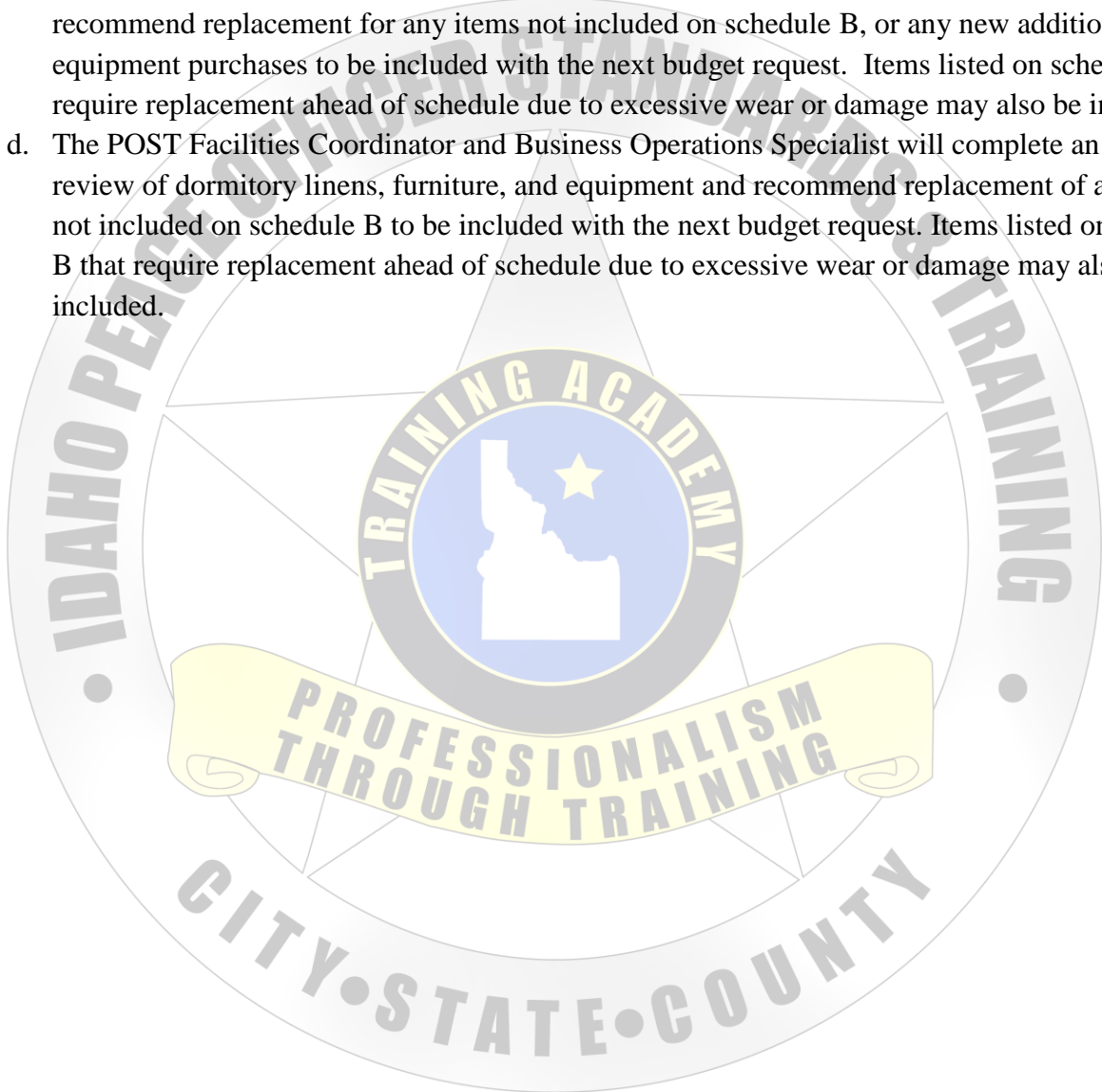
N. Annual Review of Facilities and Equipment

1. The following will be completed annually for facilities:

- a. Inspections of facilities will be conducted annually per POST policy #12.03, Risk Assessment.
- b. The POST Business Operations Specialist will complete a use and cost analysis and submit recommendations for any changes to rental fees to the POST Administrator.

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- c. The POST management team will review inspections, use and cost analysis, and user feedback to recommend improvements to buildings and grounds to be included with the next budget request.
- 2. The following will be completed annually for equipment:
 - a. A complete inventory of training equipment will be conducted.
 - b. Equipment will be included in annual budget requests for standard replacement rotation as outlined in schedule B.
 - c. The POST Training Bureau will complete an annual review of training equipment and recommend replacement for any items not included on schedule B, or any new additional equipment purchases to be included with the next budget request. Items listed on schedule B that require replacement ahead of schedule due to excessive wear or damage may also be included.
 - d. The POST Facilities Coordinator and Business Operations Specialist will complete an annual review of dormitory linens, furniture, and equipment and recommend replacement of any items not included on schedule B to be included with the next budget request. Items listed on schedule B that require replacement ahead of schedule due to excessive wear or damage may also be included.



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Schedule A – Facility Use Fees

Classrooms		
Rooms	Full Day Rate	Half Day Rate
Classroom A	\$ 100.00	\$ 50.00
Classroom B	\$ 60.00	\$ 30.00
Classroom D	\$ 50.00	\$ 25.00
Classroom F	\$ 90.00	\$ 45.00
Classroom G	\$ 90.00	\$ 45.00
Classroom H	\$ 50.00	\$ 25.00
Classroom J	\$ 50.00	\$ 25.00
Physical & Practical Training areas		
Rooms	Full Day Rate	Half Day Rate
Multipurpose Room	\$ 170.00	\$ 85.00
Weight Room	\$ 20.00	\$ 10.00
Cardio Room	\$ 20.00	\$ 10.00
Training Tank	\$ 100.00	\$ 50.00
Apartment	\$ 15.00	\$ 15.00
Cell Block	\$ 15.00	\$ 15.00
EVOC Track	\$ 100.00	\$ 50.00
Dormitory Rooms		
Rooms	Nightly Rate per Occupant	
Single Occupancy	\$ 20.00	
Double Occupancy	\$ 10.00	
Equipment /Vehicles		
Cars	Daily Rate per Vehicle	
EVOC Cars	\$ 25.00	
Skid Cars	\$ 35.00	
Fueling Fee	\$ 30.00	
After Hours Staff Time		
	Rate per Hour	
Per Staff Member	\$ 35.00	

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Schedule B – Equipment Replacement Schedule

Classrooms	Quantity in Inventory	Quantity for Next Replacement	Fiscal Year for Next Replacement
Chairs			
Classroom A	85	85	2027
Classroom B	55	55	2027
Classroom D	40	40	2028
Classroom F	55	55	2025
Classroom G	55	55	2025
Classroom H	40	40	2027
Classroom J	40	40	2027
Classroom K	40	40	2028
Folding Chairs - Multipurpose Room	500	TBD	2023
Tables			
Classroom D	18	15	2023
Classroom H	25	15	2023
Classroom J	25	15	2023
Computers			
Lab Computers	30	6	2022
Lab Monitors	10	6	2022
Lab AIO Stand	10	6	2022
Classroom Presentation Computer	9	9	2023
Classroom Presentation Monitors	5	17	2023
Projector systems			
Classroom A	1	1	2021
Classroom B	1	1	2021
Classroom D	1	1	2021
Classroom F	1	1	2021
Classroom G	1	1	2021
Classroom H	1	1	2021
Classroom J	1	1	2021
Classroom K	1	1	2026
Multipurpose Room	1	1	2027

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Training Equipment	Quantity in Inventory	Quantity for Next Replacement	Fiscal Year for Next Replacement
Sims Gear			
Weapons	38	TBD	TBD
Face Masks (Paintball Masks)	44	TBD	TBD
Helmets	14	5	2024
Throat Collars	23	8	2024
Gloves	21	7	2024
Sleeves	14	5	2024
Vests	23	8	2024
Arm Protectors	9	3	2024
Groin Protectors	9	3	2024
Pants	14	5	2024
Physical Training			
Rescue Dummy	1	1	2022
Bounce Back Dummy	1	1	2022
Striking Dummy	3	3	2022
Push Sled	1	1	2034
TRX Suspension Trainer	5	5	2029
Sandbags	6	6	2025
Jump Ropes	10	10	2029
Jam Ball	6	5	2023
1.5" Training Rope, 40'	1	1	2029
Resistance Bands	10	10	2024
Multipurpose Room Floor Mats	8	16	2026
Folding Floor Mats	63	TBD	TBD
Crash Pads	10	10	2031

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Training Equipment, Continued	Quantity in Inventory	Quantity for Next Replacement	Fiscal Year for Next Replacement
Tactical Training Gear			
Fight Suits	5	1	2021
Redman Suit	1	1	TBD
Blue Guns	74	TBD	TBD
Blue/Red Shotguns	6	TBD	TBD
Blue Training Rifles (M16)	16	TBD	TBD
ASP Batons	25	5	2022
ASP Pads	50	10	2022
Training Cuffs, Red	43	10	2022
Training Cuffs, Hinged	10	10	2030
Chain Handcuffs	28	TBD	TBD
Leg Restraints	29	TBD	TBD
Waist Restraints	25	TBD	TBD
Hobble Straps	13	TBD	TBD
Scenario Training			
Portable UHF Radios	55	TBD	TBD
Vehicles			
EVOC Training Vehicles	14	3	2021
Skid Car Hydraulic Platform	3	1	2024
Skid Car Vehicles	3	1	2022
PIT Cars	4	TBD	TBD
Scenario Training/Range Vehicles	8	TBD	TBD
Mobile UHF Radios	6	TBD	TBD
In-Car Video Cameras	4	TBD	TBD
Enclosed Trailers	2	TBD	TBD
Light Bars	20	TBD	TBD
Traffic Cones	323	80	2021

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Training Equipment, Continued	Quantity in Inventory	Quantity for Next Replacement	Fiscal Year for Next Replacement
Safety			
AED	7	1	2022
Life Vests	10	10	2029
Rescue Tubes	4	4	2029
Firearms Simulator			
System (Computer, Screens, Projectors)	1	1	2034
Glock 21 Recoil Kit w/2 Additional Mag	1	1	2022
Glock 21	4	1	2022
AR-15 Recoil Kit w/Additional Mag	1	1	2022
AR-15	2	1	2022
Taser w/Laser Cartridge	1	1	2022
Refill Nozzle Kit	1	1	2024
OC Laser Canister	1	1	2022
Range			
Mobile PA System	1	1	2026
Steel Targets	20	10	2030

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Dormitory	Quantity in Inventory	Quantity for Next Replacement	Fiscal Year for Next Replacement
Lounge Furniture	Misc.	All	2021
Lounge Microwaves	2	2	2021
Lounge Refrigerators	1	1	TBD
Mattresses & Box Springs	78	78	2024
Bed Frames	78	78	TBD
Desks	78	78	2028
Dressers	40	40	2028
Wardrobes	78	78	2028
Overhead Shelves	78	78	2028
Overhead Desk Lamps	78	78	2021
Mini Refrigerators in Rooms	40	40	2031
Shower Curtains	48	48	2022
Bedspreads	80	80	2025
Mattress Pads	90	80	2022
Pillow Protectors	90	80	2022
Blankets	80	80	2023
Pillows	84	84	2022
Clock Radios	50	5	2021
Door Mats	40	40	2025

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Administrative	Quantity in Inventory	Quantity for Next Replacement	Fiscal Year for Next Replacement
IT Equipment			
Staff Computers	40	10	2022
Computer Monitors	76	13	2022
Monitor Stands	35	5	2022
Speaker Bars	34	5	2022
Sound Bar Brackets	10	6	2022
ID Card Printer	1	1	2022
Scanners	2	2	2022
Meeting Owl	1	1	2026
Digital Media Equipment			
Drone	1	1	2027
Video Camera	1	2	2025
Canon T7 Camera w/2 Lenses and Bag	1	1	TBD
Camera Stabilizer	1	1	TBD
Tripod	1	1	TBD
Epson Surecolor P700 Printer	1	1	2025
General Equipment			
Conference Room Display	1	1	2021
Hallway Monitors for Digital Signage	5	8	2028
Controllers for Digital Signage	5	8	2028
Staff Chairs	34	7	2022
Mobile Stage Package	1	1	TBD
Building #3 Office Cubicles	10	10	2041
Building #8 Cubicles	5	4	2021
Staff Office Furniture	20	2	2022
Vehicles			
Regional Coordinator Vehicles	4	1	TBD
Administrator Vehicle	1	1	TBD
Academy Staff/Training Vehicles	9	1	TBD